

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M290 Page 1 of 1
Agency City of Gaithersburg		Division/Unit Network/Operations, Applications & Helpdesk
Item No.	Description	Retention
1	Hardware and Software Information	Retain until device is updated or replaced, then destroy
2	Project Specific Information (including Notes, Data and Electronic files)	Retain for 3 years or until superseded, whichever occurs first, then destroy
3	Computer Tapes	Retain 5 years, then destroy
4	Department Policies	Retain until superseded or replaced, then destroy
5	Electronic Messaging Databases	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
Schedule Approved by Department, Agency or Division Representative. Date <u>5/15/14</u> Signature <u>Peter Cottrell</u> Typed Name <u>Peter Cottrell</u> Title <u>Director of Information Technology</u>		Schedule Authorized by State Archivist Date <u>5-15-14</u> Signature <u>Tu Beck</u>